



Orion Township Public Library

Position Available
Technology Librarian
Orion Township Public Library

Position: Technology Librarian
37.5 hours/week
Department: Information Technology
Salary: \$50,800 – 61,200 depending on qualifications

Description

Under the direction of the Head of Information Technology, the Technology Librarian is responsible for assisting with administering the library's networks, systems, and technology resources. The Technology Librarian will also provide instruction and assistance to staff and patrons and provide reference services at the public service desk.

Primary Job Duties:

- Assists with System Administration duties
- Assists with the maintenance and monitoring of the library's local area network, including the wireless network
- Serves as a liaison between the library and the library and technology vendors and library cooperative technology staff
- Works with the Department Head and public service staff to coordinate projects and implement new systems
- Works with the Department Head to manage all aspects of the library's technology systems. Set up, troubleshoot, and repair computer hardware and software
- Provides technology and digital library services instruction and assistance to staff and patrons, both independently and in a classroom setting
- Assists with evaluating and recommending hardware, software, and network technology options for the library
- Assists in maintenance of the library's website and social media presence
- Assists in library Makerspace
- Collection development, programming, and providing reference and readers' advisory services to the public
- Other duties as assigned by Head of Information Technology

Required Qualifications:

- Master's degree in Library and Information Science
- Understanding of public library information technology practices.
- Experience working in a public library setting.
- Excellent organizational and analytical skills, and excellent oral and written communication skills.
- Strong skills in using Windows-based computers MS Office, database searching, downloadable resources, and the internet.
- Demonstrated ability to work simultaneously on multiple projects, platforms, and initiatives.
- Knowledge and experience in networking and automated library systems.
- Knowledge of principles and methods for curriculum development and training design, teaching and instruction.

Dates: Applications received before Thursday, July 18, 2024, will receive first review.

Apply: Please submit an application, cover letter, and resume. Link to apply is available at:
<https://orionlibrary.org/library-employment/>.

This is an at-will position. Orion Township Public Library is an Equal Opportunity Employer.